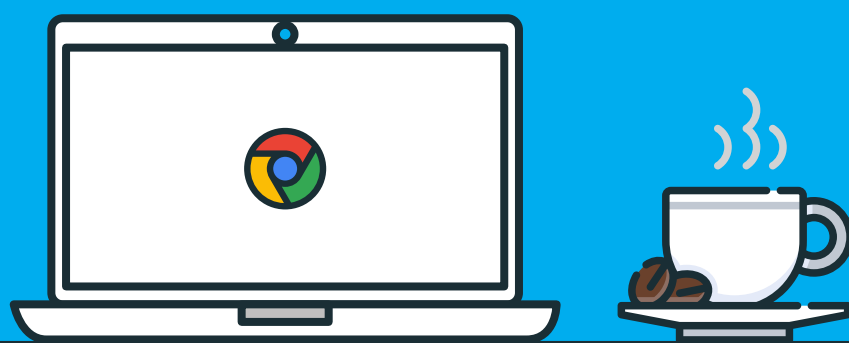


The Espresso Collection

Bite-sized training booked at a time to suit you.



Explore the tools that enable teaching and learning from anywhere and flex as your needs change.

In this fun, hands-on, online training series, we will explore Google Workspace for Education in manageable, 90-minute bite-sized sessions which you can book as breakfast, break, lunch or twilight sessions or anything in between.

Each of our Kickstart and Going Further Sessions helps you cut through the noise, giving you the focus you need to get started with each tool and level up your skills.

We will cover beginner and more-advanced content on Classroom, Drive, Docs, Sheets, Forms, Slides, Meet and Jamboard.

The Espresso Collection Sessions are held live online using the Google Meet app.

EQUAL IT OFFER

Receive **TWO FREE Espresso Sessions** with the purchase of **100+ Acer Chrome Devices**



Terms & conditions apply - please visit www.getech.co.uk/TC/espresso_training_1to1.html for further details



Contact us for more information

Google Workspace for Education Sessions

Kickstart

Going Further

Google Classroom – Kickstart Session

Learn the basics to get started with Google Classroom. In this Kickstart Session, we go into setting up your first class, enrolling students and how to efficiently manage and assess progress, while enhancing connections with students, whether in school or at home.



Google Classroom – Going Further

Level up your Classroom abilities in this Going Further Session. We explore deeper uses of Classroom, managing classrooms, automatic file organisation with Google Drive, re-using assignments, marking criteria, assessing student work and self-graded quizzes.

Google Docs – Kickstart Session

Get started with Docs, Sheets and Slides. In this Kickstart Session, we learn the basics of Google Docs and look at how your institution can take advantage of online editing for real-time collaboration. We will introduce some useful tools for input, accessibility, research, collaboration, marking and feedback.



Google Docs – Going Further

Are you already using Docs? Level up your Classroom abilities with this Going Further Session. We explore some hidden features and powerful feedback tools for students. There are also ways to collaborate effectively, including some great Chrome extensions.

Google Forms – Kickstart Session

Learn the basics to get started with Forms. In this Kickstart Session, we explore the ways your school or organisation can get the best out of Google Forms, including how to build a Form and deliver to your audiences with engaging themes, relevant question design and analysing the responses.



Google Forms – Going Further

Level up your Forms abilities in this fun, interactive Going Further Session. We explore building quizzes and interactive stories, setting advanced question options, populating answers to Sheets and powerful add-ons to extend the functionality of Google Forms.

Google Sites – Kickstart Session

Get started with Sites. In this Kickstart Session, we explore the use of Sites to host class content, student e-portfolios, home learning sites and how to create pages and publish to the web with no coding required!



Google Sites – Going Further

Level up your Sites abilities in this Going Further Session. Build internal project hubs, team sites, public-facing websites and more - all without the help of a designer, programmer or IT. We explore ways to make your Site pop with embedded content, navigation and unique layout design.

Google Meet – Kickstart Session

Get started with Google Meet. In this session, we look at how your school or organisation can get the best out of Meet to deliver engaging remote learning sessions. We explore how to share your screen with students and colleagues, options to invite attendees, video and audio controls, chat features and captions.



Google Meet – Going Further

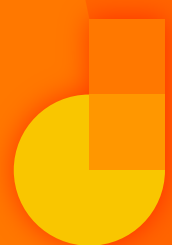
In this session, we show how your school or organisation can level up your Meet skills. We explore advanced Meet options like recording meetings to Drive and Chrome extensions designed to take your virtual classroom to the next level with Google Meet.

Extensions

Easy Mute, Attendance for Google Meet, Google Meet Plus (breakout rooms), Reactions for Google Meet

Google Jamboard – Kickstart Session

Learn the basics to get started with Google Jamboard. In this Kickstart Session, we explore the ways your school or organisation can get the best out of Google Jamboard, including how to build a Jam and collaborate with your audiences using engaging themes.



Google Jamboard – Going Further

Level up your Jamboard skills in this Going Further Session. Learn how to create engaging ideas for using Jamboard in your class that will get your students working together, even though they may not be face to face.

Additional Sessions

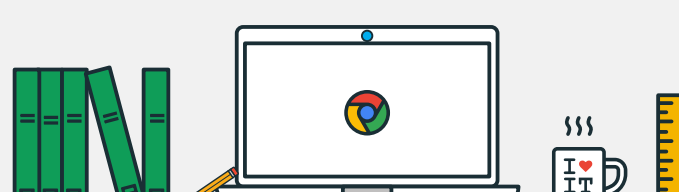
Optimise Your IT Strategy

This session is designed to help schools leaders build a practical plan for getting the best out of their Google technology to foster collaboration, creativity and critical thinking. Whilst promoting self-learning by students.



Get The Most Out Of Chrome Devices

This session will focus on how IT admins can manage Google Workspace for Education and Chromebooks for the schools they support. We will explore how to manage Chrome OS Devices in the Admin Console, as well as how to manage the schools domain in the Admin Console.



Accessing the curriculum for all

Learn more about accessibility features in Chromebooks and Google Workspace for Education tools to support learners. Helping every student learn, be inspired and achieve their full potential.

